



City Legal Office External Services



1. Legal Documentation and Review Service

Legal Documents are reviewed by the City Legal Office to ensure its compliance and conformance to local laws and ordinances.

Office or Division:	City Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		City Legal Office		
2. Legal document/s to be reviewed (Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the request form and submit it along with the legal document/s to be reviewed.	1. Receive and record the submitted form and document/s.	None	2 minutes	<i>Legal Secretary</i> Legal Office
	1.1 Review the request form and the submitted requirements.	None	5 minutes	<i>Legal Secretary</i> Legal Office
	1.2 Forward the Request Form with the attached document/s to the City Legal Officer.	None	1 minute	<i>Legal Secretary</i> Legal Office
	1.3 Draft or review documents and issue drafted document or written comment.	None	Simple - 23 hours and 52 minutes Complex- 55 hours and 52 minutes Highly Technical - 159 hours and 52 minutes	<i>City Legal Officer</i> Legal Office
2. Receive reviewed document	2. Forward the Request Form with the attached drafted document or written comment.	None	1 minute	<i>Legal Secretary</i> Legal Office



	2.1 Receive and record the CLO Request Form with the attached drafted document or written comment, and photocopy drafted document or written comment for file.	None	5 minutes	<i>Legal Secretary</i> Legal Office
	2.2 Forwards the drafted document or written comment to the requesting party or unit	None	2 minutes	<i>Legal Secretary</i> Legal Office
	TOTAL:	None	Simple - 1 Day and 8 Minutes Complex- 2 Days and 8 Minutes Highly Technical - 6 Days and 8 Minutes	



2. Legal Research, Counseling and Information Service

Legal Research, Counseling and Information Service can be done by the staff of the City Legal Office if needed.

Office or Division:	City Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		City Legal Office		
2. Legal document/s to be reviewed (Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the request form and submit it along with the legal document/s to be reviewed.	1. Receive and record the submitted form and document/s.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	1.1 Review the request form and the submitted requirements.	None	5 minutes	<i>Legal Secretary</i> City Legal Office
2. Wait to be endorsed to the City Legal Officer.	2. Forward or refer to the City Legal Officer the request or call the name of the client on a first come first served basis	None	2 minutes	<i>Legal Secretary</i> City Legal Office
3. Receive legal advice, opinion and/or information from the City Legal Officer.	3. Provide legal advice, opinion and/or information	None	Simple- 23 hours and 51 minutes Complex- 55 hours and 51 minutes Highly Technical - 159 hours and 51 minutes	<i>City Legal Officer</i> Legal Office
4. Receive the written opinion or research from the City Legal Office. None	4. Forward the CLO Request Form with the attached written opinion or	None	2 minutes	<i>Legal Secretary</i> City Legal Office



	research. 4.1 Receive and record the Request Form with the attached written opinion or research and photocopy written opinion or research for file.	None	5 minutes	<i>Legal Secretary</i> City Legal Office
	4.2 Forward the written opinion or research.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	TOTAL:	None	Simple- 1 Day and 9 minutes Complex- 2 Days and 9 Minutes Highly Technical – 6 Days and 6 Minutes	



3. Litigation and Case Management Service

Office or Division:	City Legal Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		City Legal Office		
2. Pleadings or Motions		City Legal Office		
3. Pleadings, Order/Resolution/Decision		City Legal Office		
4. Judgment		City Legal Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit case documents or communications to the City Legal Office.	1. Refer the case to City Legal Office after receipt of summon or complaint (in case the City is the defendant or respondent), or refer a case for possible institution of a complaint (whether criminal, civil or administrative).	None	2 minutes	<i>Requesting Party or Unit</i>
	1.1 Receive and record the case documents or communications along with the request form.	None	5 minutes	<i>Legal Secretary Legal Office</i>
	1.2 Forward the Request Form with the attached case document request and its requirements to the City Legal Officer.	None	2 minutes	<i>Legal Secretary Legal Office</i>
2. Be interviewed by the City Legal Officer on the	2. Interview the concerned respondent and	None	15 minutes	<i>City Legal Officer Legal Office</i>



details of the complaint or case.	evaluate the case for appropriate action.			
	2.1 Draft pleadings and motions.	None	As required or as per schedule set by the judicial or quasi-judicial body	<i>City Legal Officer</i> City Legal Office
	2.2 Forward the CLO Request Form with the attached pleading or motion.	None	2 minutes	<i>Legal Secretary</i> Legal Office
	2.3 Receive and record the Request Form with the attached pleadings or motions.	None	2 minutes	<i>Legal Secretary</i> Legal Office
	2.4 Files pleadings or motions personally or by registered mail.	None	5 minutes	<i>Legal Secretary</i> Legal Office
	2.5 File records and registry receipts in case folder.	None	2 minutes	<i>Legal Secretary</i> Legal Office
	2.6 Represent the City of San Pedro and attend to scheduled Mediation / Conciliation / Arbitration / Trial.	None	As required or as per schedule	<i>City Legal Officer</i> City Legal Office
	2.7 Report the decision on the case to the City Mayor.	None	15 minutes	<i>City Legal Officer</i> City Legal Office
	TOTAL:	None	50 Minutes (excluding the	



			drafting of the pleadings and motions and trial representation)	
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4. Statutory Compliance

This service assists clients in ensuring that they conform to standards, regulations and laws of the industry to which they belong in.

Office or Division:	City Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		City Legal Office		
2. Document/s to be reviewed (1 Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form and document/s to be reviewed for statutory compliance.	1. Receive, record, and review the documents submitted.	None	7 minutes	<i>Legal Secretary</i> City Legal Office
	1.1 Forward and/or refer to the City Legal Officer the request.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
2. Be provided legal compliance or opinion by the City Legal Officer.	2. Provide legal compliance or opinion to the requesting party or unit.	None	Simple- 23 hours and 51 minutes Complex-55 hours and 51 minutes Highly Technical-159 hours and 51 minutes	<i>City Legal Officer</i> City Legal Office
3. Receive the compliance notice or opinion.	3. Forward the Request Form with the attachments.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	3.1 Receive and record the Request Form with the attached compliance notice or opinion and file written opinion or research.	None	5 minutes	<i>Legal Secretary</i> City Legal Office



	3.2 Forward the compliance notice or opinion.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	TOTAL:	None	Simple - 1 Day and 9 Minutes Complex- 2 Days and 9 Minutes Highly Technical - 6 Days and 9 Minutes	



5. Legal Representation

The City Legal Office can represent on behalf of the City Government or client during appointments or hearings.

Office or Division:	City Legal Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		City Legal Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request Form and fill-out the details of the request.	1. Receive request and check availability of City Legal Officer with the calendar.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	1.1 Confirm availability with the City Legal Officer or inform the City Legal Officer of scheduled hearing.	None	5 minutes	<i>Legal Secretary</i> City Legal Office
	1.2 Record the confirmed appointment in the Office Calendar and inform the requesting party or unit of the confirmed appointment.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	1.3 Attend the scheduled appointment or hearing.	None	As per schedule	<i>City Legal Officer</i> City Legal Office
	TOTAL:	None	9 Minutes (excluding attending the scheduled appointment or hearing).	



6. Notarial Services

Documents that require notarization can be done at the City Legal Office.

Office or Division:	City Legal Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Document/s to be Notarized (1 Original Copy)		Requesting Party		
2. Valid ID (1 Original Copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document/s to be notarized and present a valid ID.	1. Receive document/s and review the notarial requirements	None	5 minutes	<i>Legal Secretary</i> City Legal Office
	1.1 Forward the document to the City Legal Officer.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	1.2 Review the requested document for notarization and forward it to Legal Secretary.	None	5 minutes	<i>City Legal Officer</i> City Legal Office
2. Wait for your document/s to be notarized	2. Stamp the name and details of the commission and number the document and return the document to the City Legal Officer.	None	2 minutes	<i>Legal Secretary</i> City Legal Office
	2.1 Attest to and sign the document and return it to the Legal Secretary.	None	5 minutes	<i>City Legal Officer</i> City Legal Office
3. Pay the required notarial fees and receive the notarized document.	3. Record the notarized document in the Notarial Book and issue the same	Subject to the table of Notarial Fees	3 minutes	<i>Legal Secretary</i> City Legal Office
TOTAL:		Subject	22 Minutes	



		to the table of Notarial Fees		
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